

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 5th, 2019

6:00 P.M.

Hampden Town Office

AGENDA

1. Approval of Minutes

- a. July 15, 2019

2. Review & Sign Warrants

3. Unfinished Business

- a. Council rules

4. New Business

- a. Recommend authorization to engage the firm of James W. Wadman, C.P.A. for audit services for fiscal year FY19
- b. Recommend award of the paving bid to Hopkins Construction – *referral from Infrastructure Committee*
- c. Recommend authorization for the expenditure of \$20,000 from Paving Reserve Account (3-761-00) for the purpose of paving sidewalks and ADA ramps at the town office – *requested by DPW Director Currier*
- d. Recommend authorization for the expenditure of \$20,000 from Paving Reserve Account (3-761-00) for the purpose of additional funds for paving roads to supplement operating expense funding shortfall – *requested by DPW Director Currier*
- e. Recommend authorization for the expenditure of \$25,450 from Paving Reserve Account (3-761-00) for the emergency bank stabilization and repair of Laskey Lane, funds to be reimbursed by Environment Trust – *referral from Infrastructure Committee*
- f. Recommend authorization for the expenditure of \$8,417 from Paving Reserve Account (3-761-00) for repair of on-going groundwater and storm drain issues on Coldbrook Rd., funds to be reimbursed by Environmental Trust – *referral from Infrastructure Committee*

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- g. Recommend authorization for the expenditure of an amount not to exceed \$2,000 from Library Reserve Account (3-763-00) for the purpose of paving the sidewalk at the Edythe Dyer Library – *requested by Debbie Lozito, Library Director*
- h. Recommend authorization for the expenditure of \$21,380.36 from Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses to close out FY19 – *referral from Environmental Trust*
- i. Recommend Council abate taxes in the amount of \$52. For uncollectible taxes on a demolished mobile home – *requested by Barbara Geaghan, Tax Collector*
- j. Recommend Council adoption of Council Order 2019-06 Authorizing the Establishment of a Tax Club for 2020 taxes – *requested by Barbara Geaghan, Tax Collector*
- k. Committee discussion and recommendation regarding Town email account options – *presented by Matt Thomas, FF/Paramedic*

5. Manager's Items

6. Public Comment

7. Committee Member Comments

8. Adjournment

Town of Hampden

1-a

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 15th, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

*Councilor Wright, Committee chair
Mayor McPike
Councilor Ryder
Councilor Wilde
Councilor Marble
Councilor Jarvi*

*Paula Scott, Interim Manager
DPW Director Sean Currier
Pool Director Darcey Peakall
James W. Wadman, Auditor
Kelley Bowden, Auditor*

1. Approval of Minutes

- a. June 17, 2019** – *Councilor Marble made a motion, seconded by Councilor Jarvi, to approve the June 17th minutes. Unanimous, 7-0.*

2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants*

3. Unfinished Business

- a. Status update of Council rules** – ***requested by Councilor Marble*** - *Councilor Marble updated that work had been done prior to budget and that it will be a topic for a committee meeting in the near future. Consensus is to have the clerk email the drafts to all members and add it to the agenda at the next Finance & Administration meeting.*

4. New Business

- a. Review and discussion of the Town of Hampden's Public Officials liability coverage** – ***requested by Councilor Wilde*** – *No action, Interim Manager reported the findings on our Public Officials liability insurance as opposed to Directors and Officers Liability insurance.*
- b. Recommend award of the Public Safety utility pick-up bid to Hight Ford of Skowhegan** – ***recommended by Public Safety Director Bailey*** – *Councilor Ryder made a motion, seconded by Councilor Wilde, to award the bid to Hight Ford of Skowhegan. Unanimous, 7-0.*
- c. Recommend authorization for the expenditure of an amount up to \$15,000 from Lura Hoyt Pool reserve account 3-771-00 for the purpose of repairing or replacing the HVAC system's motherboard at**

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the Lura Hoyt Pool – requested by Darcey Peakall, Pool Director – Director Peakall explained the lightening strike that caused the power surge to the HVAC mother board. DPW Director spoke regarding the two quotes and a third alternative quote that came in late. He has not had a chance to fully review them. He suggested making the referral not to exceed \$7,250. Councilor Jarvi made a motion, seconded by Councilor Wright to recommend authorization for an expenditure not to exceed \$7,250 to repair or replace the pool HVAC system's motherboard. Director Currier noted that he read the wrong amount, informing the committee. Councilor Jarvi made a motion to amend to \$7,275, seconded by Councilor Wilde. Motion to amend was unanimous, 7-0.

- d. **Recommend authorization for the Interim Manager to sign the addendum to the Memorandum of Understanding of August 9, 2017 for the recoupment of funds – requested by Paula Scott, Interim Manager –** Councilor Marble made a motion, seconded by Councilor McAvoy to recommend authorization for the Interim Manager to sign the addendum to the Memorandum of Understanding of August 9th, 2017 for the recoupment of funds. Unanimous, 7-0.
- e. **Recommend interest rate to be applied on abatements –** Councilor McAvoy made a motion, seconded by Councilor Marble, to recommend setting the interest rate for abatements at 2.5%. Unanimous, 7-0.
- f. **Discussion and recommendation regarding compensation for the Interim Town Manager – requested by Councilor Wright –** Councilor Wright made a motion, seconded by Councilor Marble, to recommend compensation for the Interim Town Manager at \$87,000, retroactive to July 1st, rate of pay to continue as long as she serves in the capacity of Interim Manager. Unanimous, 7-0.
- g. **Recommend approval for pre-scheduled vacation time for the Interim Town Manager – requested by Paula Scott, Interim Manager –** Councilor Marble made a motion, seconded by Councilor Wilde, to approve pre-scheduled vacation time for the Interim Manager. Unanimous, 7-0.
- h. **Review and discussion of the 2018 Audit – presented by James Wadman, CPA –** Mr. Wadman, the Town's auditor, presented the FY18 Audit to Committee, explaining the state of all revenues and expenditures and identifying the fund balance.

5. Manager's Items - None

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6. Public Comment -None

7. Committee Member Comments - None

8. Adjournment – *With no other business to conduct, the meeting adjourned at 6:55 p. m*

Respectfully Submitted,

A handwritten signature in black ink that reads "Paula A. Scott". The signature is written in a cursive, flowing style.

Paula A. Scott, Interim Manager

Article	Section
ARTICLE 1 - Mayor/Deputy Mayor	1. At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the town council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
	2. After the election, of the Mayor, he or she shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
	3. The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.
	4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.
ARTICLE 2 - Council	1. The Town Council shall <u>only act by ordinance, order, or resolve</u> . All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. <u>No action of the Council shall be binding or valid unless adopted by the majority vote of those present.</u>
	2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
	3. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
	4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in <u>and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.</u>
ARTICLE 3 – Agenda	<p>1. <u>The Town Council meetings shall be guided by a written agenda in the following order. Guests should be required to sign-in for the benefit of maintaining minutes.</u></p> <ul style="list-style-type: none"> (a) Pledge of Allegiance (b) <u>Approval of Agenda</u> (c) Consent agenda <ul style="list-style-type: none"> (i) Signatures (ii) Secretary's Minutes (iii) Communications (iv) Committee Minutes

	<p>(d) Public Comments</p> <p>(e) Policy Agenda</p> <p>(i) News, Presentations and Awards</p> <p>(ii) Public Hearings</p> <p>(iii) Nominations, Appointments, Elections</p> <p>(iv) Unfinished Business</p> <p>(v) New Business</p> <p>(f) Committee Reports - <u>will include requested actions out of committee and as this would not represent the first reading it can be acted upon, does not require a second, and will be of the form to recommend:</u></p> <p>(i) <u>adoption</u></p> <p>(ii) <u>referral</u></p> <p>(iii) <u>rejection, or</u></p> <p>(iv) <u>no action taken</u></p> <p><u>Recommendations will include results of committee members vote (re: 3-1 to adopt; 2-1 refer, etc. with a tie vote = no action taken)</u></p> <p>(g) <u>Unfinished Business</u></p> <p>(h) <u>New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of councilors to suspend this rule.</u></p> <p>(i) Manager's Report</p> <p>(j) Councilor Comments</p> <p>(k) Adjournment</p>
	<p>2. Any subject may be placed on the agenda for a council meeting by a council member, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar <u>four business</u> days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the item. An item on the agenda may be taken up out of order by unanimous consent of a majority of those present.</p> <p>3. An non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.</p> <p>4. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.</p> <p>5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the following order.</p> <p>(a) Call to order</p> <p>(b) Topic(s) of the meeting</p> <p>(c) Adjournment.</p>

ARTICLE 4 - Meetings and Decorum

1. The first and third Mondays of each month are designated as ~~'regular'~~ Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a ~~regular~~ meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.

2. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).

3. As a matter of courtesy, conduct for all Council and Committee members shall be as follows.

- (a) All cell phones shall be silenced during Council and Committee meetings;
- (b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;
- (c) cell phone use, texting and email may be done during breaks in ~~regular or special Council or Committee~~ meetings.

4. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.

5. When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, ~~or to correct a mistake.~~

6. When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.

7. No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4) or Committee (3). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.

~~8. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate. No vote can be taken without a motion on the floor and the vote will be of the form:~~

- (a) all in favor
- (b) all opposed

	<p><u>(c) those present</u> <u>The Mayor (or Chair) will announce the outcome and voting results. (e.g. Motion carries 6-1-0; Motion defeated 3-4-0; Motion defeated (3-3-1); Motion carries 2-1-3), etc. – votes “present” do not count for or against the motion)</u></p> <p>9. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.</p> <p>10. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.</p> <p>11. The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.</p>
<p>ARTICLE 5 - Motions</p>	<p><u>1. "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The chair should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.</u></p> <p><u>2. The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the chair, although members who have not spoken yet get preference over those who have. When possible, the chair alternates between someone in favor and someone against the motion.</u></p> <p>3. The following <u>motions</u> do not require a second:</p> <ul style="list-style-type: none"> (a) nominations (b) point of information (c) point of order (d) question of privilege (e) leave to withdraw a motion <p>4. The following <u>motions</u> are non-debatable:</p> <ul style="list-style-type: none"> (a) adjourn (b) lay on the table (c) filling in the blank (d) point of information (e) point of order (f) question of privilege (g) leave to withdraw a motion <p>5. When a motion is under debate, the only motions that the Mayor shall entertain will be:</p> <ul style="list-style-type: none"> (a) to adjourn (b) to lay on the table (c) the previous question (d) to postpone the previous question to a date certain (e) to refer the previous question to a committee or administrative official (f) to amend, or

	<p>(g) to postpone the previous question indefinitely.</p> <p>Motions shall have precedence in order in which they are introduced.</p> <p>6. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.</p>
<p>ARTICLE 6 – Public Participation</p>	<p>1. Any person wishing to address the Town Council (or a Committee) will be given the opportunity to do so in accordance with the following procedures:</p> <p>(a) Persons wishing to address the Council, or Committee, on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item at which time, they may address the specific agenda item. There shall be a five-minute limit on comments. In the event that <u>If a large number of</u> persons which to speak on an issue, this time limit may be changed to ensure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion has been made and seconded by members of the Council/Committee, further public comment is only allowed if approved by a unanimous vote of those Council/Committee members voting.</p> <p>(b) Persons wishing to address the Council/Committee on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five-minute limit on such comments per person per subject raised. Items heard during Public Comment may be placed on the agenda for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council/Committee on a subject raised during Public Comment without a vote by Council/Committee members to suspend the rules and add it to the agenda for consideration.</p> <p>(c) Any person wishing to address the Council/Committee shall signify their desire by raising their hand, and when recognized by the Mayor (or Committee chair), such person shall thereupon request permission to address the Council/Committee giving their name and the road on which they live and then designating the subject matter on which they desire to address the Council/Committee.</p>
<p>ARTICLE 7 – Council Committees</p>	<p>1. At the <u>As soon as possible in a new commencement of the calendar year, or as soon thereafter as possible, the Mayor will request a</u> <u>Committee assignment preference list from each Councilor and use that information in nominating three Councilors (one designated as a Chair) there shall be chosen to</u> the following Committees, each Committee to consist of three or four members of the Council as the Mayor may designate, or, upon a successful motion, the Council may ballot. <u>Committee assignments will be endorsed by a majority vote of Council.</u></p>

	<p>(a) Finance and Administration - The purpose of this Committee shall be to review all items related to their fiscal impact on the town as well as all matters that pertain to items of administrative procedures. This Committee will also have the responsibility for the review and signature of all payment warrants.</p> <p>(b) Service Committee - The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, library, pool, communications and other items related to non-emergency or public works services provided to the community.</p> <p>(c) Infrastructure - The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads and all Town capital equipment.</p> <p>(d) Planning and Development - The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic and community development.</p> <p>2. <u>The Committee meetings shall be guided by a written agenda in the following order.</u></p> <p><u>(a) Approval of Minutes</u></p> <p><u>(b) Committee Applications & Citizen Initiatives (if applicable)</u></p> <p><u>(c) Review and sign warrants (if applicable)</u></p> <p><u>(d) Unfinished Business (report to Council will be of the form outlined in Article 3.1.f)</u></p> <p><u>(e) New Business (report to Council will be of the form outlined in Article 3.1.f)</u></p> <p><u>(f) Staff Reports</u></p> <p><u>(g) Manager's report</u></p> <p><u>(h) Public Comments</u></p> <p><u>(i) Committee Member Comments</u></p> <p><u>(j) Adjournment</u></p> <p>3. <u>Only appointed Committee members (including the Mayor as an ad-hoc) member can make/vote on motions but any Council member present may debate the motion.</u></p>
<p>ARTICLE 8 – Sanctions</p>	<p>1. Council members who intentionally and/or repeatedly do not follow Council rules, or whose conduct is that unbecoming as an official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. <u>may be censured (a warning that if certain behavior continues, the next step is suspension) by a motion (that is amendable, debatable and cannot be reconsidered.) adopted by a majority vote.</u></p>

CERTIFIED PUBLIC ACCOUNTANT

James W. Wadman, C.P.A.
Ronald C. Bean, C.P.A.
Kellie M. Bowden, C.P.A.
Wanese L. Lynch, C.P.A.
Amy E. Atherton, C.P.A.

June 15, 2019

Town of Hampden
106 Western Avenue
Hampden, ME 04444

We are pleased to confirm our understanding of the services we are to provide the **Town of Hampden** for the fiscal year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the **Town of Hampden** as of and for the fiscal year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the **Town of Hampden's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedure to **Town of Hampden's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information
- 3) Historical Pension Information (if applicable)
- 4) Other Post Employment Benefits Information (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies **Town of Hampden's** financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards (if applicable).
- 2) Other Supplementary Information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph above when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with generally accepted auditing standards generally accepted in the United States of America, and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to **Town of Hampden**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Governmental Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the **Town of Hampden's** compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare or assist in preparing the financial statements, and related notes of **Town of Hampden** in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. These services are limited to the financial statement services previously defined. We will also assist in recording the capital asset additions, retirements and related depreciation. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing and maintaining effective internal controls relevant to the preparation of financial statements that are free from material misstatement whether due to fraud or error including monitoring ongoing activities. You are also responsible for the selection and application of accounting principles; for preparation and fair presentation of the financial statements, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities relating to the financial statements, and any other nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior

management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We understand that for audit procedures performed at your offices, financial personnel will be present during the entire duration of our fieldwork.

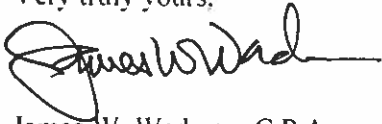
We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the audit firm and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to town or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the audit firm personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The audit fee is based on anticipated continued employment and cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the **Town of Hampden** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



James W. Wadman, C.P.A.

RESPONSE:

This letter correctly sets forth the understanding of the **Town of Hampden**.

By: _____
Title: _____
Date: _____



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 31, 2019

To: Paula Scott
From: Sean Currier
Subject: 2019 Paving Bid Recommendation

Paving bids were publicly opened at the Town Office on July 24 at 1pm. We had 3 bids submitted including Wellman Paving, Thibodeau and Hopkins. Prices ranged from \$85.00 to \$91.56 per ton for surface mix. The lowest bidder was Hopkins at \$85.00 per ton for HMA. They have included references as part of their bid proposal. Due to the increase in asphalt prices, some of the quantities will need to be adjusted to align with the approved FY20 paving budget.

I would like to recommend the award of the contract to Hopkins based on true, measured in-field quantities. Funding for this will be from the operating budget line item 10-01-10-70. (Bid Tab included).

Thank you for your consideration,

Sean Currier

[illegible]



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 1, 2019

To: Paula Scott
From: Sean Currier
Subject: 2019 Paving Reserve Request-Finance Committee

Paving bids were publicly opened at the Town Office on July 24 at 1pm. As part of this bid, we requested sidewalks to be paved at the Town Office with new ADA ramps. As part of the approved FY20 budget process, public works requested \$20,000 be set aside for sidewalk paving in reserve account 3-761-00.

I would like to request authorization to proceed with sidewalk paving, in the amount of up to \$20,000.00 for sidewalk paving as part of the FY20 annual paving project from reserve account 3-761-00.

On a separate approved budget item, \$20,000 was approved as contingency for Schoolhouse lane. This funding was unnecessary due to the contractor performing the work at a very cost effective rate for the Town. I would like to request expenditure of up to \$20,000 of funds set aside for Schoolhouse Lane, to be utilized on this year's paving program. Cost of asphalt was approximately \$15 per ton higher than expected, limiting our capacity to pave a substantial portion of our roads. This request would be from the same reserve account, 3-761-00.

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "S. Currier", is written over a horizontal line.

Sean Currier

Current Account Status

G 3-761-00 RESERVE ACCT / ROADS/STREET

-109,238.02 = Beg Bal
-124.72 = Adjust

0.00 = YTD Net
0.00 = YTD Enc

-109,362.74 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	124.72
Totals-							0.00	124.72

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	124.72
Totals	0.00	0.00	0.00	124.72



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 1, 2019

To: Paula Scott
From: Sean Currier
Subject: 2019 Road Maintenance Reserve Request-Finance Committee

During our last Infrastructure Committee meeting, we discussed the necessity to fix stormwater issues on Coldbrook Road prior to paving activities, and also the emergency repair (large rip rap installation) on Laskey Lane along the Souadabscook Stream.

It was discussed that these funds would come from the operating budget, but after discussing with the finance department, it was determined that overspending an expense line item and reimbursing the same expense line item from the environmental trust would not work well with the audit of the operating budget. Simply said, expenses are expenses and revenues are revenues, and revenues should not be deposited into an expense line.

I would like to request expenditure of funds from the Streets/Roads reserve account 3-761-00 in the amount of up to \$25,450.00 for the repair of Laskey Lane and up to \$8,417 for the installation of storm drain on Coldbrook Road. Total cost expended will be reimbursed to the same reserve account after the next Environmental Trust meeting thus keeping the accounting simplistic.

eration,


Sean Currier



TOWN OF HAMPDEN

Edythe Dyer Community Library

269 Main Road North
HAMPDEN, ME 04444

TEL 862-3550

FAX 862-5067

August 1, 2019

To: Paula Scott
From: Debbie Lozito
Subject: 2019 Library Reserve Request-Finance Committee

The main walkway into the Library needs to be graded and repaved.

I would like to request authorization to proceed with this walkway project, in the amount of up to \$2,000.00 from reserve account 3-763-00.

Thank you for your consideration,



Debbie Lozito

Current Account Status

G 3-763-00 RESERVE ACCT / LIBRARY

-22,412.47 = Beg Bal	0.00 = YTD Net	-22,438.06 = Balance
-25.59 = Adjust	0.00 = YTD Enc	

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	25.59
Totals-							0.00	25.59

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	25.59
Totals	0.00	0.00	0.00	25.59

**Memorandum**

TO: Finance & Admin Committee, Town Council
FROM: Paula Scott, Interim Manager
DATE: July 31, 2019
RE: FY19 Close out-reimbursement

On July 22nd, the Environmental Trust Committee met and reviewed invoices for stormwater expenses that were paid in FY19 and are a part of the FY19 close-out, totaling \$21,380.36. These expenses were all approved as eligible expenses for reimbursement by the Environmental Trust Committee. Per the Trust parameters, these expenditures have to be authorized by Council.

Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement for FY19

Source of Proposed Reimbursement

Date	Invoice #	Paid	Vendor	Purpose	Expense	Maintenance	Compliance Documentation	Supplies	Contracted Services	Training/ Travel	Principal	Income	Receiv	Date to Encl. Trust
07/16/18	106676	08/01/18	Juniper Ridge Landfill	Grnt Screening	\$ 962.28		\$ 962.28					\$ 962.28	Y	12/16/2018
08/06/18	6413	08/29/18	American Concrete Industries	Boat/Pipe Catch Basins	\$ 443.60	\$ 443.60						\$ 443.60	Y	12/16/2018
08/06/18	6417	08/29/18	American Concrete Industries	Boat/Pipe Catch Basins	\$ 384.30	\$ 384.30						\$ 384.30	Y	12/16/2018
08/06/18	6416	08/29/18	American Concrete Industries	Boat/Pipe Catch Basins	\$ 443.60	\$ 443.60						\$ 443.60	Y	12/16/2018
08/06/18	6415	08/29/18	American Concrete Industries	Boat/Pipe Catch Basins	\$ 443.60	\$ 443.60						\$ 443.60	Y	12/16/2018
08/06/18	6414	08/29/18	American Concrete Industries	Boat/Pipe Catch Basins	\$ 443.60	\$ 443.60						\$ 443.60	Y	12/16/2018
08/16/18	5431011	09/05/18	Everett J. Prescott	Six Coupler	\$ 70.00	\$ 70.00						\$ 70.00	Y	12/16/2018
08/30/18	8000000145	05/19/18	City of Bangor	Compliance Testing	\$ 220.00	\$ 220.00						\$ 220.00	Y	12/16/2018
10/03/18	8422	10/17/18	Allen's Environmental	Cleaned Catch basins/Vacuum truck/Labor	\$ 1,890.00	\$ 1,890.00						\$ 1,890.00	Y	12/16/2018
10/04/18	7015-6	11/07/18	Sherwin-Williams	Plant supplies	\$ 262.22		\$ 262.22					\$ 262.22	Y	12/16/2018
07/26/18	8398	10/31/18	Allen's Environmental	Cleaned 12 catch basins/Vacuum truck/Labor	\$ 1,215.00	\$ 1,215.00						\$ 1,215.00	Y	12/16/2018
11/26/18	1126181MST000	12/12/18	State of Maine	2019 Annual Fee for municipal Stormwater (MS4) discharges for permit #MS041022	\$ 196.00	\$ 196.00						\$ 196.00	Y	2/14/2019
07/01/18	1044	08/01/18	Bangor Area Stormwater Group	Annual Membership Dues 2018-2019	\$ 4,000.00	\$ 4,000.00						\$ 4,000.00	Y	2/14/2019
08/30/18	8000000145	09/19/18	City of Bangor	Isde Testing	\$ 220.00	\$ 220.00						\$ 220.00	Y	2/14/2019
12/12/18	2018-670	12/19/18	Schwimer Environmental Engineers	Stormwater Consultant	\$ 4,294.50	\$ 4,294.50						\$ 4,294.50	Y	2/14/2019
04/17/18	WRC TO #055	04/17/18	Woodward & Curran	Mayo Rd Inflow Field Study	\$ 6,900.00	\$ 6,900.00			\$ 6,900.00			\$ 6,900.00	Y	5/29/2019
04/12/19	2019-716	05/06/19	Schwimer Environmental Engineers	Stormwater Consultant	\$ 1,902.50	\$ 1,902.50						\$ 1,902.50	Y	5/29/2019
04/05/19	ME-Earth CO1	05/06/19	Maine Earth Construction	Schoolhouse Lane Stormwater Construction	\$ 150,000.00	\$ 150,000.00						\$ 150,000.00	Y	5/29/2019
05/04/19	n/a	06/17/19	Hannaford	Stream Cleanup	\$ 145.49	\$ 145.49						\$ 145.49	Y	7/22/2019
05/21/19	9426	06/17/19	Allen's Environmental	Emergency call to pump waste water on Mayo Road Pump/Vac. Tanker	\$ 720.00	\$ 720.00						\$ 720.00	Y	7/22/2019
06/07/19	2019-764	06/17/19	Schwimer Environmental Engineers	Stormwater Consultant	\$ 9,470.00	\$ 9,470.00						\$ 9,470.00	Y	7/22/2019
06/07/19	5550259	06/27/19	Everett J. Prescott	MOOT Blanket/6" Round Top Supplies	\$ 1,143.00	\$ 1,143.00		\$ 1,143.00				\$ 1,143.00	Y	7/22/2019
06/10/19	627793	06/27/19	Hughes Bros	3/4" Crushed Ledge - HQ	\$ 102.60	\$ 102.60						\$ 102.60	Y	7/22/2019
06/10/19	627794	06/27/19	Hughes Bros	3/4" Crushed Stone (WP)	\$ 660.00	\$ 660.00						\$ 660.00	Y	7/22/2019
06/13/19	n/a	06/27/19	Dudley Patterson	Hay bales for ditch mulching	\$ 400.00	\$ 400.00		\$ 400.00				\$ 400.00	N	7/22/2019
06/14/19	5550457	06/27/19	Everett J. Prescott	6" Round Top Supplies	\$ 160.00	\$ 160.00		\$ 160.00				\$ 160.00	Y	7/22/2019
06/14/19	627912	06/27/19	Hughes Bros	3/4" Crushed Stone (WP)	\$ 858.00	\$ 858.00						\$ 858.00	Y	7/22/2019
06/18/19	627913	06/27/19	Hughes Bros	3/4" Crushed Stone (WP)	\$ 924.00	\$ 924.00						\$ 924.00	Y	7/22/2019
06/19/19	627922	06/27/19	Hughes Bros	3/4" Crushed Stone (WP)	\$ 858.00	\$ 858.00						\$ 858.00	Y	7/22/2019
06/17/19	3569328	07/15/19	Viking Inc	ADS N12 18 CULVERT (24)	\$ 5,362.38	\$ 5,362.38						\$ 5,362.38	Y	7/22/2019
06/24/19	108272	07/15/19	Juniper Ridge Landfill	Grnt Screening	\$ 576.89	\$ 576.89						\$ 576.89	Y	7/22/2019

Sub totals: \$ 1,351.00 R 01-48
\$ 195,671.56

As of

YTD reimbursed to General Fund: \$ 174,291.20

Total Proposed for Reimbursement to General Fund (9/25/2019): \$ 21,380.36

Total Proposed in Current Fiscal Year for Reimbursement to General Fund: \$ 193,671.56

Deposit No: YTD
Total from Principal \$ 1,351.11 HCB
Total from Income \$ 195,671.56 Env Tr Rev R 01-48



77 Western Ave - Hampden
(207) 862-5444 ME 04444

TAX EXEMPT #459523

[illegible]

14 BALANCE DUE

VISA

05/04/2019
Visa Credit
CARD #:
PURCHASE
AUTH CONF:0049.19
Entry Method:
XXXXXXXXXXXX1156
- APPLWTD
10:40:23 Chip

108

... .. M. 4 2 1 0

$$b_h y_h / \delta = \bar{y}^{\text{copy}} - 1$$

0-10-22-05
JMC
5/6/19
pd 6/17/19

370 Main St. - Bucksport ME 04416
(207) 469-3282 - www.hannaford.com

TAX EXEMPT #E45933

BAKERY	
1/2 SNICKERDOODLE CKY	4.29
LH GINGER SHAPS	4.29
LH WHT CHOC MAC NJ	4.29
LH PINK PRSD COOKIE	3.99
LH WHITE PRST COOKIE	3.99
LH WHITE BRNTE CKL CKY	4.29
LEMON CRKL COOKIES	4.29
KTOS LUB SUGAR CKY	2.99

GROCERY		
LAYS CLASSIC 12 SALK	8.98	*
2 @	6.99	A *
FL 1801 FLAVOR MIX	6.99	*
FL 1801 CLASSIC MIX		

PRODUCE		
SWEET ONIONS		
1.55 lb @	0.99/ lb	1.53
14 BEEFSTEAK	ONION	
3.21 lb @	2.99/ lb	9.60
ROMANE HEARTS	3CT	
2 @	3.99	7.98
TOTAL TAX		0.00

16 BALANCE DUE

05/03/2019 12:22:06
 Visa Credit Club
 CARD # XXXXXXXXXX156
 PURCHASE APPROVED
 AUTH CODE: 003F03

MOJ: _____
AID: _____

11

01013000031610
JANSEI



370 Main St. - Bucksport ME 04416
(207) 469-3282 - www.hannaford.com

****DUPLICATE RECEIPT****

FAX FAX FAX #E45923

SERVICE CENTER		
HANNAFORD GIFT CARD		25.00
ACCOUNT #XXXXXXXXXX163		
HANNAFORD GIFT CARD		25.00
ACCOUNT #XXXXXXXXXX513B		
TOTAL TAX		0.00

2 BALANCE DUE

\$50.00

05/03/2019 12:32:28
 Visa Credit Chip
 CARD #: XXXXX1156
 PURCHASE APPROVED
 AUTH CODE: 003669

Mode:	
ATO:	A0000000031010
TVR:	80000008000
IAD:	06010A03A08000
TSI:	6000
ARC:	00
TC:	F01C4D0A2A652685
MTD:	978152
ID:	001 SEQ: 025833
Total:	USD\$ 50.00

Contest prizes

Allen's Environmental
P.O.Box 109
Presque Isle, ME 04769

RECEIVED

JUN 03 2019

BY:

Invoice

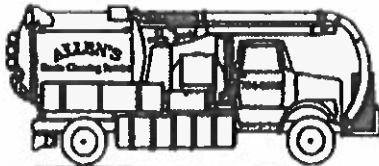
Date	Invoice #
5/31/2019	9426

Bill To

Town of Hampden
106 Western Ave.
Hampden, ME 04444

ALLEN'S
Drain Cleaning Services
Vacuum & High Pressure Cleaning
764-9336 1 888 942-9336
Fax 762-3025

Allen's Environmental Services, Inc.



P.O. No.	Terms	Project
	ON RECEIPT	

Quantity	Description	Rate	Amount
	4/27/19 Emergency call in by Bangor Waste Water to haul 3 loads from Mayo Road Pump Station	0.00	0.00
4	Vac Tanker hours	180.00	720.00
<p>Acct. No. <u>60-10-20-53</u></p> <p><u>[Signature]</u></p> <p>DEPARTMENT HEAD SIGNATURE</p> <p>DATE <u>6/10/19</u></p> <p>pd 6/17/19</p>			
TERMS: NET 30 DAYS. Interest at the rate of 2% PER month will be added for every month missed after 6 months an interest rate of 4% will take into effect. Acceptor to pay all collection costs including reasonable attorneys fees.			Total \$720.00



Stillwater Environmental Engineering, Inc.
PO Box 426
Target Technology Center
20 Godfrey Drive
Orono, ME 04473 US
207-949-0074
pruck@stillwaterenv.com
<http://www.stillwaterenv.com>

BILL TO
Sean Currier
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Invoice 2019-764

DATE 06-07-2019 TERMS Net 15

DUE DATE 06/22/2019

DATE	ACTIVITY	AMOUNT
06/30/2019	Engineering Consulting Services: Senior Project Manager/Senior Environmental Engineer Employee - Phil Ruck Tasks: <ul style="list-style-type: none">* Client correspondence* Prepare for Cleanup event (meet with staff, recon around Town, review maps)* Quarterly Stormwater Team meetings (Q2 - 2019)* Participate in Statewide MS4 Stakeholder meetings with MDEP on Town's behalf* Review PY6 compliance checklist and discuss action items with Town staff* Help facilitate stenciling activities with Hampden Academy, Laura Wilson and others* Review PY6 inspection results with staff* Provide PY6 pollution prevention training to PW crew (O&M Plan, SPCC), 12 @ \$105.00	1,260.00
06/30/2019	Engineering Consulting Services: Project Manager Employee - Jeffry Spaulding Tasks: <ul style="list-style-type: none">* PY6 Cleanup and stenciling assistance* PY6 Infrastructure inspection preparation* Surfactant testing protocol for MS4 clients* MS4 catch basin inspection oversight* PY6 post-construction inspections and summary report, 26 @ \$75.00	1,950.00

10-10-22-05
JR
6/10/19

Thank you for your business!

pd
6/17/19

DATE	ACTIVITY	AMOUNT
06/30/2019	Engineering Consulting Services:Project Scientist Employee - Cara Belanger Tasks: <ul style="list-style-type: none"> * PY6 Stenciling preparation * PY6 infrastructure inspection preparation with SEE interns * Participate in PY6 stenciling events on behalf of Town (5/21/19, 6/4/19, and 6/10/19) * Prepare inspection summary reports * Assist with annual training prep * Assist with E coll testing, 18 @ \$65.00 	1,170.00
06/30/2019	Engineering Consulting Services:Intern Employee - Baxter Hughes Tasks: <ul style="list-style-type: none"> * MS4 Outfall inspections * MS4 Catch basin inspection preparation Employee - Carly Buswell <ul style="list-style-type: none"> * MS4 catch basin inspections Employee - Nathan Pratt-Holt <ul style="list-style-type: none"> * MS4 catch basin inspections, 106 @ \$40.00 	4,240.00
06/30/2019	Technology Fee 1 Monthly Fulcrum App Charge for April, May, and June, 3 @ \$75.00	225.00
06/30/2019	Reimbursable Expenses <ul style="list-style-type: none"> * Pavement Marking Paint for PY6 Stenciling Activities (\$25) * E coll analyses (\$600), 1 @ \$625.00 	625.00
Professional services provided by SEE for the period of April 1 through June 30, 2019.		
TOTAL DUE		\$9,470.00

Thank you for your business!



Everett J. Prescott Inc.
12 Prescott Street
P.O. Box 600
Bangor, Me. 04401-0600

JUN 11 2019

SEE CONDITIONS OF SALE AND
PAYMENT TERMS ON REVERSE

PAGE NO.	1
INVOICE NO.	5550259
INVOICE DATE	6/07/19
PACKING SLIP NO.	5550259
CUSTOMER NO.	1343
WAREHOUSE	210

REMIT TO: TEAM EJP Bangor, ME.
E.J. PRESCOTT INC.
P.O. BOX 350002
BOSTON, MA

WAREHOUSE > TEAM EJP Bangor, ME.
101 Target Circle
Target Industrial Park
Bangor, ME 04401-0000
Telephone: 207-990-5000

ORIGINAL INVOICE

SOLD TO >

02241-0502

SHIP TO >

TOWN OF HAMPDEN MAINE
106 WESTERN AVENUE
HAMPDEN, ME

04444

Customer Pickup

CUSTOMER P.O. NO.	JOB NAME	JOB NO.	SLS	DATE DUE	DATE SHIPPED	SHIPPING METHOD
KEN VERBAL	PUBLIC WORKS		HSE	7/07/19	6/07/19	Pickup

LINE	PRODUCT NUMBER AND ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	91840 08ME 4 S150BN MDOT BLANKET 60SQY	SQY	900	1.27	1,143.00
2	91831 1 6" ROUND TOP STAPLES (1000) PERBX	BOX	0	65.00	.00

Acct. No. 10-10-22-10

DEPARTMENT HEAD SIGNATURE

DATE 6/20/19

pd 6/27/19

env trust

PLEASE USE THE REMIT TO ADDRESS BELOW TO MAIL YOUR
PAYMENT FOR FASTEST CREDIT TO YOUR ACCOUNT.
P.O. BOX 350002 BOSTON, MA. 02241-0502

SERVICE CHARGE IS 1 1/2% PER MONTH (18 % A.P.R.) ON THE BALANCE OVER 30 DAYS OF AGE. THE
BUYER AGREES TO PAY ALL COSTS AND EXPENSES OF COLLECTION, INCLUDING REASONABLE
ATTORNEY'S FEES, AND EJP CLAIMS A MECHANIC'S LIEN UNDER APPLICABLE STATE LAW.

THANK YOU
FOR YOUR BUSINESS!
PLEASE NOTE: OUR TERMS
ARE NET 30 DAYS. YOUR
HELP IS NEEDED AND
APPRECIATED.

AMOUNT	1,143.00
TAX	.00
FREIGHT	.00
TOTAL DUE	1,143.00



Hughes Bros., Inc.
719 Main Road North
Hampden, Maine 04444-1901
TEL 207-942 4608
FAX 207-990 3956

JUN 17 2019

Invoice

Date	Invoice #
6/10/2019	627793

Bill To
Town of Hampden 106 Western Ave. Hampden, Me 04444

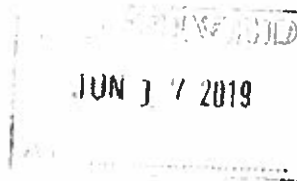
Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/10/2019	Pick Up	HP	
Quantity	Item Code	Description			Price Each	Amount
6.75	3/4" Crushed Ledge	3/4" Crushed Ledge - HQ			15.20	102.60
<div>Acct. No. 10-10-22-01</div> <div>DEPARTMENT HEAD SIGNATURE</div> <div>DATE 6/20/19</div> <div>pd 6/27</div> <div>Env Trust</div>						
					Total	\$102.60
TERMS: Invoice Not Paid Within 30 Days Of Invoice Date Are Subject To A Finance Charge At The Periodic Rate of 1.5% Per Month On The Unpaid Balance At An Annual Percentage Rate of 18%.						Invoice #

TERMS: Invoice Not Paid Within 30 Days Of Invoice Date Are Subject To A Finance Charge At The Periodic Rate of 1.5% Per Month On The Unpaid Balance At An Annual Percentage Rate of 18%



Hughes Bros., Inc.
719 Main Road North
Hampden, Maine 04444-1901
TEL 207-942-4606
FAX 207-990-3956



Invoice

Date	Invoice #
6/10/2019	627794

Bill To
Town of Hampden 106 Western Ave. Hampden, Me 04444

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/10/2019	Pick Up	WP	
Quantity	Item Code	Description			Price Each	Amount
40	3/4" Washed Stone	3/4" Crushed Stone (WP)			16.50	660.00
<div>Acct. No. <u>10-10-27-01</u></div> <div><u> </u></div>						

TERMS: Invoice Not Paid Within 30 Days Of Invoice Date Are Subject To A Finance Charge At The Periodic Rate of 1 5% Per Month On The Unpaid Balance At An Annual Percentage Rate of 18%.

Invoice #

Env. trust

Town of Hampden
Finance Department
Check Request Form

Date:	6/13/19	Vendor#:	
Payee:	Dudley Patterson		
Address:			
Reason for Check:	Hay bales for ditch mulching		
Charge Account #:	10-10-22-10		
	\$1/bale @ 100 bales		
Amount: \$	400. ⁰⁰	Person Making Request:	Sean Currier
Department Head Initial For Approval:	SC.		

pd
6/27/19



Everett J. Prescott Inc.
32 Prescott Street
P.O. Box 600
Gardiner, Me. 04345-0600

SEE CONDITIONS OF SALE AND
PAYMENT TERMS ON REVERSE

PAGE NO	1
INVOICE NO	5550457
INVOICE DATE	6/14/19
PACKING SLIP NO.	5550457
CUSTOMER NO.	1343
WAREHOUSE	210

ORIGINAL INVOICE

REMIT TO > TEAM EJP Bangor, ME
E.J. PRESCOTT INC.
P.O. BOX 350002
BOSTON, MA

WAREHOUSE > TEAM EJP Bangor, ME.
101 Target Circle
Target Industrial Park
Bangor, ME 04401-0000
Telephone: 207-990-5000

SOLD TO >

SHIP TO >

TOWN OF HAMPDEN MAINE
106 WESTERN AVENUE
HAMPDEN, ME

04444

Customer Pickup

CUSTOMER P.O. NO	JOB NAME	JOB NO	SLS	DATE DUE	DATE SHIPPED	SHIPPING METHOD
KEN VERBAL	PUBLIC WORKS		030	7/14/19	6/14/19	Pickup

LINE	PRODUCT NUMBER AND ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	91831 1 6" ROUND TOP STAPLES (1000) PERBX	BOX	2	65.00	130.00
<p><i>Env. Trust</i></p> <p>Acct. No. <u>10-05-10-20</u></p> <p>DEPARTMENT HEAD SIGNATURE _____</p> <p>DATE <u>6/26/19</u></p> <p><i>pd 6/27/19</i></p> <p><i>FY19</i></p>					

PLEASE USE THE REMIT TO ADDRESS BELOW TO MAIL YOUR
PAYMENT FOR FASTEST CREDIT TO YOUR ACCOUNT.
P.O. BOX 350002 BOSTON, MA. 02241-0502

THANK YOU
FOR YOUR BUSINESS!
PLEASE NOTE: OUR TERMS
ARE NET 30 DAYS. YOUR
HELP IS NEEDED AND
APPRECIATED.

AMOUNT	130.00
TAX	.00
FREIGHT	30.00
	.00
TOTAL DUE	160.00

SERVICE CHARGE IS 1.2% PER MONTH (18 % A.P.R.) ON THE BALANCE OVER 30 DAYS OF AGE. THE
BUYER AGREES TO PAY ALL COSTS AND EXPENSES OF COLLECTION INCLUDING REASONABLE
ATTORNEY'S FEES, AND EJP CLAIMS A MECHANIC'S LIEN UNDER APPLICABLE STATE LAW

Invoice

Date	Invoice #
6/19/2019	627922

Bill To
Town of Hampden 106 Western Ave. Hampden, Me 04444

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/19/2019	Pick Up	WP	
Quantity	Item Code	Description			Price Each	Amount
52	3/4" Washed Stone	3/4" Crushed Stone (WP)			16 50	858 00
<div>Env trust</div> <div>10-10-22 ✓</div> <div>ML</div> <div>6/26/19</div> <div>20 6/27</div> <div>FY19</div>						
Total					\$858 00	

Invoice #
627922

Invoice

Date	Invoice #
6/18/2019	627913

Bill To
Town of Hampden 106 Western Ave. Hampden, Me 04444

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/18/2019	Pick Up	WP	
Quantity	Item Code	Description			Price Each	Amount
56	3/4" Washed Stone	3/4" Crushed Stone (WP)			16.50	924.00
<div>Env: trust</div> <div>SL</div> <div>6/26/19</div> <div>10-10-22-01</div> <div>pd 6/27</div>						
					Total	\$924.00
						Invoice #
						627913

Invoice

Date	Invoice #
6/14/2019	627912

Bill To
Town of Hampden 106 Western Ave. Hampden, Me 04444

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/14/2019	Pick Up	WP	
Quantity	Item Code	Description			Price Each	Amount
52	3/4" Washed Stone	3/4" Crushed Stone (WP)			16.50	858.00
<div>Acct. No. <u>10-10-22-100</u> ✓</div> <div><u>DTL</u> DEPARTMENT HEAD SIGNATURE</div> <div>DATE <u>6/26/19</u></div> <div>pd 6/27</div> <div>Cav trust</div> <div>FY19</div>						
					Total	\$858.00
						Invoice #
						627912



Invoice Address
Town of Hampden
Attention: Tami
103 Western Avenue
Hampden, ME 04444

Sales Invoice



Sales Order: 17853990
Invoice No: 3569328
Invoice Date: 06/17/19 3:51 AM
Order Type: Delivered
Customer: 028222
Year: 2019
Created By: Sean Clamer
Delivery Address:
Town of Hampden
Hampden Public Works
355 Carleton Road
Hampden, Maine
04444
867-3337

Product	Description	Qty/Package	Price	Per	Total
9913	Deliver Monday or Tuesday Before 3:30 12'X 20' ADS N12 B CLAVERT SMOOTH WALL INTERIOR NO COUPLING NEEDED	10 ea	174.64	ea	1,746.40
9914	15'X 20' ADS N12 B CLAVERT SMOOTH WALL INTERIOR NO COUPLING NEEDED	10 ea	225.99	ea	2,259.90
9915	18'X 20' ADS N12 B CLAVERT SMOOTH WALL INTERIOR NO COUPLING NEEDED	4 ea	336.52	ea	1,346.08

Total Amount	5,352.38
Sales Tax	0.00
Invoice Total	5,352.38

REMARK: 10% discount for bulk orders. All quantities shown are subject to change without notice. All quantities shown are subject to change without notice. All quantities shown are subject to change without notice.

Meeting Address: PO Box 8, Belfast, ME 04915

WILLIAMSON
0207 275-3446

WILLIAMSON
0207 275-3446

FY19



ENV trust

10-10-22-cl

Accl. No.

DEPARTMENT HEAD SIGNATURE

DATE 7/8/19

7/16/19

JUNIPER RIDGE LANDFILL

A Conbio Company

NEWSME LLC LG
PO BOX 1372
WILLISTON, VT 05495-1372

INVOICE

FY19

CUSTOMER NUMBER LG-00225 4
INVOICE # 108272
BILLING INQUIRIES (207) 394-4372
VOICE DATE 6/24/19

SERVICE ADDRESS
106 WESTERN ROAD
HAMPDEN ME 04444

PAGE 1 of 1

RECEIVED

JUN 02 2019

BT

DATE	DESCRIPTION	QTY.	RATE	TOTAL
6/17/19	GRIT SCREENING	8.77	65.780	576.89
6/17/19	WEIGHT TICKET#: 380418			.00
6/17/19	P.O.: 10690			.00

Acct. No. 10-10-22-01
PR
DEPARTMENT HEAD SIGNATURE
DATE 7/8/19

Gov. Trust.
Storm ch cleanings
7/15/19

FOR SERVICE DURING

PAY THIS AMOUNT
\$576.89

PLEASE RETURN THIS PORTION WITH PAYMENT. DO NOT ATTACH CHECK TO STUB.

JUNIPER RIDGE LANDFILL

A Conbio Company

NEWSME LLC LG
PO BOX 3496
TOLEDO, OH 43607



003160
0101

31202-GH42*TILOENJFH000016

TOWN OF HAMPDEN
106 WESTERN ROAD
HAMPDEN, ME 04444-1436

INVOICE #	INVOICE AMOUNT	CUST #
108272	\$576.89	LG-00225 4

PAYMENT DUE 30 DAYS FROM
INVOICE DATE (A LATE FEE WILL
BE APPLIED TO ANY BALANCE OVER
30 DAYS)
DUE DATE: 07/24/2019

AMOUNT ENCLOSED
\$

NEWSME LLC LG
PO BOX 1372
WILLISTON, VT 05495-1372

20108272LG002254000576890

Memo

August 1, 2019

To: Town of Hampden; Finance Committee

From: Barbara Geaghan, Tax Collector

CC: Paula Scott, Interim Town Manager

Re: Abatement of Uncollectable Tax

I am requesting that the 2019 taxes, interest, and penalties, for property at 681 Main Road North, Map 20 Lot 51-25.

It was recently brought to our attention that the mobile home was demolished.

Thank you for your consideration.

**Town of Hampden
Tax Information Sheet
As of: 07/30/2019**

Account: 1784 **Name:** CRAWFORD, ZACKOREY

Location: 681 MAIN RD NO

Map and Lot: 20-0-051-25

Sale Date: 08/19/2017

Deed Reference:

Sale Price: \$300

Land:	0	Total Acres:	0
Building:	2,700	Tree Growth:	Soft : 0 Mixed : 0 Hard : 0
Exempt	0	Farmland:	
Total:	2,700	Open Space:	
		Zoning:	33 - CommercialService
		SFLA:	0

	Amount	Mill Rate
Last Billed : 2019-1	52.92	19.600
Previous Billed : 2018-1	00.00	18.400

Outstanding Taxes					
Year	Per Diem	Principal	Interest	Costs	Total
2019-1	0.0116	52.92	2.42	9.80	65.14
	0.0116	52.92	2.42	9.80	65.14
2019-1 Period Due					
	10/03/2018	26.46	2.42	9.80	38.68
	04/03/2019	26.46			26.46
					65.14

Information Given By: _____

Title: _____ 07/30/2019

Tax year July 1 - June 30. Sewer acct # _____

All calculations are as of: 07/30/2019



DEMO PERMIT

Permit Number: 18-231 Permit Fee: \$50.00

Yellow Copy-Must be posted on-site in a visible location

White Copy- Retained by Applicant or Owner

Property Information:

Owner: Hampden Mobile Estates

Location: 681 Main Road North

Map: 20 Lot(s): 51-25

Zoning District: Commercial Services

Applicant Information:

Name:

Address:

City, State, Zip: Brewer, ME

Phone:

Contractor Information:

Name: DL Green

Address: 223 Main Road

City, State, Zip: Holden, ME 04429

Phone: 207-460-4709

Project Description: Demolition of Mobile Home #25

Required Inspections:

☒ Final (When all work is complete)

Please call 862-8427 for Inspections

Standard Conditions: (1) **NO CONSTRUCTION/DEMOLITION SHALL BE COMMENCED PRIOR TO PLACEMENT OF PROPER EROSION & SEDIMENTATION CONTROL DEVICES.**

(2) ANY VEGETATION DISTURBED MUST BE REVEGETATED AT THE COMPLETION OF THE PROJECT.

Other Conditions:

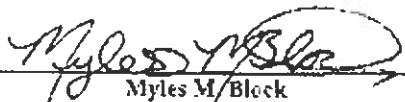
(3) All demolition debris must be removed from the site and disposed of in appropriate facilities.

(4) Applicant to ensure any utilities connected to the structure are properly disconnected.

Notes: All Structures must comply with the Town of Hampden Zoning Ordinance, the Town of Hampden Shoreland Zoning Ordinance, the Maine Uniform Building & Energy Code, The Town of Hampden Life Safety Code and all other pertinent codes, laws, regulations, rules, and ordinances. This permit does not substitute State of Maine Internal or Subsurface Plumbing Permits. This permit will expire 12 months from the date issued if work has not commenced and two years if the work is not substantially complete.

05/29/2018

Date


Myles M. Block
Code Enforcement Officer

MOBILE HOME BILL OF SALE

\$1 + outstanding balance owed to

In Consideration of the sum of \$ HME \$14740 (US Dollars) paid by

Hampden Mobile Estates

with a mailing address of

C/O MREM 21 Main St. Bangor Maine 04401

(Hereinafter known as the "Buyer") to

Zackorey Crawford

with a mailing address of

26 Autumn St Unit B Bangor, Me 04401

(Hereinafter known as the "Seller") conveys

the following described mobile home:

Manufacturer: Mark IV Model: unknown

Serial Number: unknown Size: 53'

Year (Manufactured): _____ Location of Home: Lot 23 Hampden Mobile Estates Hampden Maine _____

The above described mobile home is sold free and clear of any liens, encumbrances, or mortgage. Seller certifies that they are the legal and true owner of the mobile home.

The mobile home is to be sold in "as-is" condition with the following conditions: _____

IN WITNESS WHEREOF, the buyer and seller agree to the terms of this Bill of Sale on the 18 day of April, 2017.

Buyer's Signature [Signature] Print Tina McClan Date 4/18/18
Agent

Seller's Signature [Signature] Print Zackorey Crawford Date 4/18/18

Witness's Signature [Signature] Print Ann Marie Dalton Date 4-18-2018

Witness's Signature _____ Print _____ Date _____

Memo

To: Town of Hampden Finance Committee
From: Barbara A. Geaghan, Tax Collector
cc: Paula Scott, Interim Town Manager
Date: August 1, 2019
Re: 2020 Tax Club

I am requesting the authorization of a tax club for tax year 2020. Authorization is needed annually.

During the 2018/2019 Tax Year, there were approximately 50 citizens enrolled in the program.

Thank you for your consideration.

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Eric Jarvi (A/L)
Shelby Wright (A/L)

Order: 2019-06

Adoption: August 5, 2019

ORDER AUTHORIZING THE ESTABLISHMENT OF A TAX CLUB FOR 2020 TAXES

BE IT RESOLVED, by the Town Council of Hampden, Maine, that:

The Tax Collector of the Town of Hampden may enter into a standard agreement with taxpayers establishing a tax club payment plan pursuant to Title 36 §505-506 for commercial and/or residential real estate property taxes, whereby:

- 1.) The taxpayer agrees to pay specified monthly payments to the town based on his/her estimated and actual tax obligation for current year real estate property taxes;
- 2.) The town agrees not to charge interest on timely payments made pursuant to the tax club agreement;
- 3.) The town authorizes the collector to accept tax club payments for current year taxes which may be due prior to the commitment of those taxes;
- 4.) The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in a tax club;
- 5.) Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in the tax club program; and
- 6.) Taxpayers wishing to participate in a tax club for a particular property tax year shall enter an agreement with the town by a publicly-advertised deadline determined by the tax collector.

NOW, THEREFORE, BE IT HEREBY VOTED AND ORDERED BY THE TOWN COUNCIL OF HAMPDEN, MAINE:

Dated this 5th day of August 2019, in Hampden, Maine

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

**Memorandum**

TO: Finance & Admin Committee
FROM: Paula Scott, Interim Manager
DATE: July 31, 2019
RE: Email accounts

As a part of the continuity of operations of our technology needs in the wake of recent resignations from not only our IT Specialist, but also our in-house 'back-up' IT contact, employee FF/Paramedic Matt Thomas has offered his knowledge and assistance of technology. As is common knowledge to many of us, we have been teetering on the edge of reaching maximum capacity for email accounts for a while. We are at 49 accounts, out of the ceiling of 50 accounts that were free from the Google suite of services when the Town first joined that platform. The two new positions approved in the FY20 budget will also need to have email accounts assigned to them and in doing so, would put us at 51 triggering a loss of the free 50.

I asked Matt if he could get me a price on what it would cost the town if we had to begin paying for all the email accounts currently held by staff and Council. The following email correspondence from Matt will explain the two options in front of us. Matt will also attend the Finance & Admin meeting to present and explain these options and be available to answer questions. At the conclusion of his presentation, we will be looking for direction from Finance & Administration as to how best to proceed.



Paula Scott <clerk@hampdenmaine.gov>

Google email

4 messages

Matt Thomas <mthomas@hampdenmaine.gov>

Thu, Jul 25, 2019 at 10:15 PM

To: Paula Scott <clerk@hampdenmaine.gov>

Hi Paula,

Probably close to 10 years ago, we set up hampdenmaine.gov and Google e-mail to deal with the mess of every employee being on different Hotmail, Yahoo, Gmail and other email services. At the time they offered 50 free accounts to non-business organizations. Over the years, the number of free accounts they offer has gradually decremented to zero. As long as you don't exceed 50, they let you keep these free accounts forever.

Our current usage is:

22 accounts - Public safety

20 accounts - Town staff

7 accounts - Town council

Total 49 accounts

When we add our 51st account, the cost goes from zero to \$306 / month (51 x \$6). Not an insurmountable expense for what we get, but not insignificant.

We can create an unlimited number of email alias addresses and email lists. For example, when we create lists like the e911 notification list, there is no charge.

So, **option 1**: Bite the bullet and add the 51st at an additional cost of account knowing that we can never get our "free accounts" back again.

If Council would like an alternative to spending \$3,600 a year for something we currently get for free, there is another possibility.

Option 2: We create normal Gmail addresses for councilors as they're elected (for example, janesmith.hampdentowncouncil@gmail.com) and we create free "smithtowncouncil@hampdenmaine.gov" forwarding email aliases. Mail sent to these "aliases" will automatically forward to their newly created Gmail account. Not quite as fancy, but it would work. There is no limit to the number of these we can create and the functionality for councilors would essentially be the same. The old email addresses they've advertised would continue to "work" as far as constituents were concerned.

This could be a viable way of making available 7 more accounts for future staff which could keep us within that "free" tier for the foreseeable future.

Let me know if I can be of further help.

Matt

--

Matt Thomas

Firefighter / Paramedic

Public Education

Hampden Fire Department

106 Western Ave.

Hampden, ME 04444

T (207) 862-4586 x208

F (207) 862-4588

This e-mail message is intended for the exclusive use of the individual or entity identified above. It may contain information which is privileged and/or confidential under both state and federal law. If you are not the intended recipient or an agent of the